

For BSS use:

Blanket Exemption # _____

One-Time Exemption # _____

JUSTIFICATION FOR

Sole Source – Only one supplier can provide the specified goods or services.

Single Source/Non-Competitive Bid (NCB) – Only one vendor available who can provide the specific goods or services to meet PIA's unique needs (for example: PIA requires a brand name that is compatible with existing equipment or product; or only one contractor is available in the geographic region who can perform a complex or unique service), or only one vendor can offer PIA a price for specified goods or services.

Instructions: Check one item above. Use this form for information technology (IT) and non-IT goods and services acquisitions. . This justification document consists of two (2) pages. All information must be provided and all questions must be answered. Submit to BSS to obtain approval signatures. Upon approval by the AGM Admin. Services and Marketing Branch, attach copy of form to purchase order or services contract file. Use the **SAVE button** to save this document

Requestor's Information			
Enterprise:		Factory Superintendent or Central Office Manager: (Print Name, Sign & Date) _____ Date _____	
Institution or Central Office Unit:		PIA Administrator or Branch Manager: (Print Name, Sign & Date) _____ Date _____	
Contact Information			
Contact Name and Title:			
Telephone:		FAX:	
Extension:			
Required Vendor Information			
Vendor Name:			
Vendor Address:			
Original Contract/ Purchase Amount: \$	Amendment Amount: (if applicable) \$	New Contract/Purchase Amount: (if applicable) \$	Attach explanations for any "Yes" answers. Has work commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No Have goods been acquired? <input type="checkbox"/> Yes <input type="checkbox"/> No
Includes original contract and previously approved amendments	Current amendment only	Includes original contract and all amendments, including current amendment	
Provide a brief description of the acquisition, including all goods and/or services the vendor will provide:			
Contract/Purchase Type and Term			
Contract/Purchase Type: Select One:	Exemption Request: Select one:	Contract Term: Begin: _____ (mm/dd/yyyy)	
<input type="checkbox"/> Non-IT Goods	<input type="checkbox"/> One-time acquisition	End: _____ (mm/dd/yyyy)	
<input type="checkbox"/> Non-IT Service	<input type="checkbox"/> Blanket exemption		
<input type="checkbox"/> IT Goods			
<input type="checkbox"/> IT Service	Expires: _____	Explain late contract submittal on additional page(services only)	
Required Approvals			
Assistant General Manager or Designee <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Assistant General Manager or Designee Date	PIA Procurement Officer or Designee <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ PIA Procurement Officer Date	Assistant General Manager (A) Admin. Services and Marketing Branch <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Assistant General Manager Date	

Remit completed form to: Prison Industry Authority
Business and Support Services
560 East Natoma Street
Folsom, CA 95630

Complete responses must be provided for all of the following items. Please attach a separate sheet if necessary.

A. THE GOOD/SERVICE REQUESTED IS RESTRICTED TO ONE SUPPLIER FOR THE REASONS STATED BELOW:

- 1. Provide the background of events leading to this acquisition.**

- 2. Why is the product or service restricted to this good/service/supplier? Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)** (Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

- 3. What are the consequences of not purchasing the good/service or contracting with the proposed supplier?**

- 4. What market research was conducted to substantiate no competition (e.g. telephone directories, industry journals and catalogs, internet) including evaluation of other items considered?** (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a conclusion summary of how such alternatives are either unavailable or inappropriate. Provide the names and addresses of suppliers contacted and the reasons for not considering them, OR a detailed explanation of why the effort to identify other goods/services was not performed. Use a separate sheet if necessary)

B. PRICE ANALYSIS

- 1. How was the price offered determined to be the best value? (Best value is defined as best price and/or greatest quality for the product or services, depending on the specific needs of the enterprise.)**

- 2. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.**